

**JOB DESCRIPTION
POLICE DEPARTMENT
PART-TIME SECRETARY**

1. JOB TITLE: PART-TIME SECRETARY

- 2. DEFINITION:** The position of part-time Secretary requires an individual who is capable of exercising independent judgment and who possesses secretarial and organizational skills. The employee should possess the personal disposition and psychological qualities to work well with the public. The employee will be under the supervision of the Major of Administrative Services. All employees are responsible to the City Manager. This position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, as having no significant occupational exposure to bloodborne pathogens, and as Non-Safety Sensitive; the employee will be subject to reasonable suspicion, post-accident/incident, return to duty and follow-up drug and alcohol testing.

3. EQUIPMENT/JOB LOCATION:

- a. A Secretary must be capable of operating a personal computer, typewriter, 10-key calculator, facsimile machine, photocopier, postage machine, and multi-line telephone system, and miscellaneous office equipment and accessories customarily used in office environment.
- b. The job location is in the Police Annex. The work performed will generally be indoors in a smoke-free office environment.

4. ESSENTIAL FUNCTIONS:

- a. Prepares and types correspondence, reports, and proofreads documents accurately.
- b. Answers telephone inquiries from the public with courteousness and professionalism and directs callers to other departments or agencies that would have relevant information.
- c. Receives and communicates messages, oral and written, to and from members of the public, City officials and employees.
- d. Receipts money from various departments.
- e. Maintains files and records for the Police Department.
- f. Effectively deals with the public; some of whom may be irate or unreasonable.
- g. Maintains confidentiality about information learned on the job.
- h. Sits, stands, stoops and walks intermittently.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

- a. Delivers correspondence and documents to other departments.
- b. Deposits outgoing and in-house mail in proper receiving bins.
- c. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. High school diploma or equivalent.
- b. Must be at least 21 years of age.
- c. Must have legal authorization to work in the United States of America.
- d. Not have been convicted of or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or city ordinance relating to force, violence, theft, dishonesty, gambling or controlled substances.
- e. Good typing skills of at least 40 words per minute preferred.
- f. Knowledge of and ability to operate a personal computer with Windows Microsoft Word and Excel (or compatible programs).
- g. Have a good reputation for confidentiality.
- h. Ability to perform a variety of tasks simultaneously or in rapid succession.
- i. Excellent communication skills, both oral and written.
- j. Ability to concentrate and accomplish tasks despite interruptions.
- k. Ability to report for work on time and perform the duties of the job for a scheduled workday.
- l. Ability to perform job responsibilities independently and in a timely manner in order to meet scheduled deadlines.
- m. Good working knowledge of personal computer, photocopying machines, multi-line telephone and inter-office communication system and ability to use same accurately and efficiently.
- n. The ability to communicate effectively, orally and in writing, with the public, elected officials, department heads and other employees of the City.
- o. Ability to make arithmetic calculations rapidly and accurately on calculator.
- p. Physical and mental ability to file and maintain records of the Police Department.
- q. Good human relation skills including even temperament and good judgment.

Non-Exempt
Non-Safety Sensitive
08/25/04